

**ENGINEERING AND RELATED SERVICES
APRIL 30, 2010**

**STATE PROJECT NO. 736-99-1691
F.A.P. NO. SPR-0010(033)
TRAFFIC MONITORING SOFTWARE AND
IMPLEMENTATION SERVICES
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of contract execution.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

Project Manager – Mr. Jason Chapman

All inquiries concerning this advertisement should be sent in writing to Edward.Wedge@LA.gov.

PROJECT DESCRIPTION

The selected Consultant shall supply a "Commercial Off-The-Shelf" (COTS) traffic monitoring software product to manage, process and report the traffic data collected by the Traffic Monitoring Unit and that is supported with ongoing maintenance and development services. The Department ideally envisions a COTS solution that includes a degree of customization to facilitate seamless functionality in our business environment.

SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following:

1. A Commercial Off-The-Shelf (COTS) integrated software package with product descriptions. Spreadsheets, queries, and database storage of traffic information should be integrated into one software solution in the vendor's product making it easier to process, analyze, query, access, and utilize traffic database information. The Traffic Monitoring Unit currently uses and intends to replace the multiple software tools and formats for processing and reporting year-end traffic data such as Microsoft Excel, PEEK Traffic Operations & Planning Software (TOPS), PEEK TDP, PEEK DC, IRD, FHWA's Vehicle Travel Information System (VTRIS), and stored procedures located on the DOTD Enterprise Server.

2. An automated traffic database processing, reporting, and database management system with tools that improve LA DOTD's overall traffic data quality and processing efficiency. The vendor should provide a software suite that provides the tools for supporting the daily, monthly and year-end processes. In support of providing processing and reporting of traffic data, the product should, at a minimum, provide:
 - a. Traffic data polling management, either by auto-polling or receiving traffic data as machine-readable volumes, bins, or individual vehicle records. Traffic data devices used by LA DOTD include the following vendors:
 - i. PEEK Traffic
 - ii. IRD (International Road Dynamics)
 - iii. Diamond Traffic Products
 - iv. EIS (Electronic Integrated Systems)
 - b. Traffic data collection site management
 - c. Data workflow management
 - d. Quality control and quality checking of data
 - e. Calculate Daily, Seasonal and Axle Adjustment Factors in accordance with FHWA Traffic Monitoring Guide procedures
 - f. Calculate Annual Average Daily Traffic (AADT), Vehicle Miles Traveled (VMT)
 - g. Process and store short session traffic data and continuous traffic data including volume, classification, weigh-in-motion, speed and length data
 - h. Reporting (daily, monthly, quarterly and year-end)
 - i. Database management tools for the storage, modification, import and extraction of traffic information
 - j. Export capabilities to support FHWA reporting requirements including 3-Card, S-Card, C-Card and W-Card records
3. The software package must satisfy the FHWA Traffic Monitoring Guide (TMG) requirements and the American Association of State Highway and Transportation Officials (AASHTO) guidelines for Traffic Data Programs.
4. The ability to either view traffic data through an integrated GIS mapping solution or export GPS coordinates to allow downstream software to display the data on a map.

5. Provide a mobile handheld solution using Windows Mobile PDA devices for collecting short term tube counts. Currently LA DOTD uses the Diamond Traffic Tally 4 counters and records count information by hand to be turned into the office for processing. DOTD envisions upgrading to the Diamond Traffic Tally 6 counters which incorporates wireless Bluetooth technology for data transfer.
6. Provide a process for validating and incorporating LA DOTD Intelligent Transportation Systems (ITS) traffic camera and radar detector data for volume, speed, classification and occupancy.
7. Provide a process for validating and incorporating data collected by contracted vendors and metropolitan planning organizations (MPOs).
8. Provide training and support services to LA DOTD staff.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be a non-negotiated lump sum in the amount of **\$250,000.**

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be **365 calendar days**. The delivery schedule for all project deliverables shall be established by the Project Manager.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer, registered in the State of Louisiana with at least five years experience in traffic data analysis and software implementation.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; **
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4; *

* All respondents will receive a 4 in this category

** The PL (Planning) rating will be used for this project.

Complexity Level (complex)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie L. Guest – Ex officio
2. Jason Chapman – Project Manager
3. Roger Kennedy
4. James H. Lee
5. Connie Porter
6. April Renard

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;

- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped original**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. **736-99-1691**, and will be submitted **prior to 3:00 p.m. CST on Monday, May 17, 2010**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Edward R. Wedge, III, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.